

CONFIDENTIAL

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120037-4

CONTROL NO.

XXXXX DDS/OL/SD-4

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Records Management Report

2. TYPE
OF
REPORT STATISTICAL NARRATIVE MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

ADMIN. GENERAL

X LOGISTICS

SECURITY

OTHER (specify)

MEDICAL

FINANCE

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

6. DISTRIBUTION (No. of components not
number of copies)

Annual

7. FORMAT (memorandum, form
computer print-out, etc.)

Memorandum

8. ADP PROCESSING

9. DIRECTIVE AUTHORITY REQUIRING REPORT

YES

IF YES GIVE ADP PROCESSING NO.

X NO

10. PREPARING COMPONENT (include lowest level
contributing information to report)11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

8

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
CS-9	\$4.75	X	2		\$9.50	X	1		\$9.50

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

\$9.50

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Required for proper management of files and filing space.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

X RETAIN AS IS

 OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

CHANGE

DISCONTINUE

15. DATE OF INVENTORY

9 October 70

16. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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17. EXTENSION

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